



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY

#T2372 SANITATION DRIVER TRAINEE
SALARY: \$2426 to \$2891, Monthly

APPLY: FIRST DATE: January 17, 2003

LAST DATE: February 19, 2003

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

NOTE: IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE WORKING CONDITIONS LISTED BELOW. IF YOU SUBMIT AN APPLICATION, YOU SHOULD BE WILLING TO ACCEPT EMPLOYMENT THAT INVOLVES THESE CONDITIONS.

1. **All jobs require highly repetitive lifting of items weighing up to 65 pounds.** Individuals hired will be assigned to a two-person crew that manually collects trash and/or green wastes from 600 to 1800 homes daily.
2. **Most jobs will be available on a part-time basis only and will require that you work weekends and overtime when necessary.**
3. **California State Law requires all employees who operate commercial vehicles as part of their employment to submit to drug and alcohol testing.** Prior to hire, former employers will be contacted regarding drug and alcohol testing results.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

1. **MINIMUM AGE:** At least 18 years old at the time of application.
2. **LICENSE:** A current valid California Class B Driver's License which indicates successful passage of the Air Brakes Test, and a current valid medical certificate are **required at time of interview. Do NOT submit with your application.**
3. **H-6 DRIVING RECORD:** A recent H-6 Driving Record printout issued by the Department of Motor Vehicles (DMV). Note: Applicants with NO traffic violations and points charged to their driving record are preferred. **Approved applicants will be given notification when to submit their H-6 Driving Record. Do NOT submit it with your application.**

DUTIES: ACADEMY: Those hired must successfully complete the Collection Services Academy and any additional training necessary. The Collection Services Academy will include classroom instruction on Environmental Services Department policies, procedures, and regulations; refuse packer operation, diagnosis, and troubleshooting; driver/operator manual instruction; safety and customer service; and field instruction on proper lifting techniques and proper vehicle operation. **POST-ACADEMY:** Drive refuse and/or recycling packer, load trash or yard waste from containers (maximum weight 65 lbs.) into trucks, pick up fallen trash, clean the trucks, perform pre-trip and post-trip inspections; and perform other work as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments)** for this position. Your Special Application will be made available to the hiring department. Please submit requested materials only. **Do not submit License and/or H-6 Driving Record at this time.**

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants whose qualifications meet the position requirements will be approved to continue in the screening process.
2. **WRITTEN TEST:** All qualified applicants will be invited to participate in a Written Test which may include, but is not limited to, the following factors: the ability to read a street map; the ability to follow oral directions; the ability to read, understand, and follow written work directions, policies, procedures, and related information; knowledge of basic mechanical relationships; ability to identify appropriate safety practices and interpersonal skills. **WEIGHT 100%**
Written Test Notification: Applicants will be notified by mail of the date, time, and location of the Written Test.

***ELIGIBLE LIST:** Candidates who are successful the screening process described above will be placed on a **two category** eligible list which will be used to fill position vacancies during the next **one year**. Category placement will be based on each candidate's final score as follows: **CATEGORY 1:** 86 and above; and **CATEGORY 2:** 70 through 85. For each vacancy, candidates certified to the hiring department from the corresponding list may be contacted for an interview. As part of the interview screening process, candidates will be required to participate in a "Sanitation Driver Trainee Physical Demands Orientation."

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

PAD/January 17, 2003/*Rev 1 (02-03-03)/Class 1833

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER